Responding to a Reverse Auction

The following will guide a vendor through the process of responding to a Reverse Auction in Buy4Michigan. Reverse auctions, to put it simply, are like eBay in reverse. With a Reverse Auction, vendors bid against each other downward for the win.
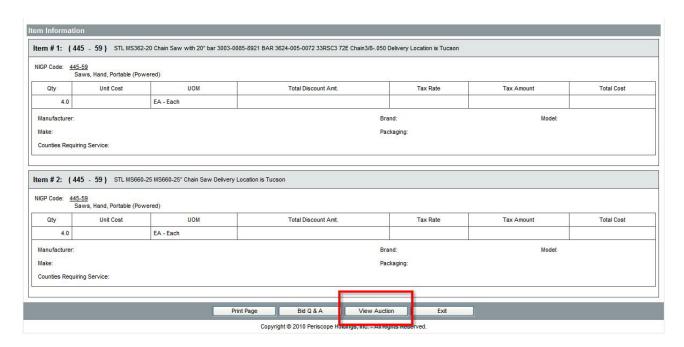
All Reverse Auctions offered by the State in Buy4Michigan will be managed online, including Reverse Auction responses by vendors. In order to respond to a Reverse Auction, a Vendor must be a fully registered vendor in Buy4Michigan. If the vendor is not registered, they should register by accessing the Buy4Michigan login screen and selecting **Register**.

For vendors who are fully registered, log in with the User ID and Password.

Creating a Response to the Reverse Auction

In Buy4Michigan, a response to a solicitation is referred to as a "Quote."

Once you are viewing an active, open Reverse Auction, you can create a response by clicking the **View Auction** button on the bottom of the screen.

Viewing Auction and Creating Quotes

Reverse Auctions are different from standard Buy4Michigan solicitations because vendors can view the auction results as other vendors respond. This allows vendors to monitor the lowest cost and submit a new Quote that beats that lowest cost, just like any auction.

To view the auction, click the **View Auction** button from the bottom of the Bid document.

Item # 2: (445 - 59) STL MS660-25 MS660-25" Chain Saw Delivery Location is Tucson

NIGP Code: 445-59
Saws, Hand, Portable (Powered)

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
4.0		EA - Each				

Manufacturer: Brand: Model:

Make: Packaging:

Counties Requiring Service:

Print Page	Bid Q & A	View Auction	Exit

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This will display the **Auction Overview** screen. The following fields are listed here:

· **Bid Number** – System number used for tracking the solicitation

· **Description** – Description of the Reverse Auction

· **Bid Opening Date** – Date/Time by which all Quotes must be submitted (see below for how Soft Close, if enabled, can impact Time Remaining on Auction)

· **Soft Close Enabled** – Indicates whether a "soft close" will be used (see below for description)

· **Soft Close Order Date** – Date/Time at which the soft close monitoring will occur (see below for description)

· **Soft Close Quiet Period** – Duration of soft close monitoring (see below for description)

· **Time Remaining on Auction** – Time left before Quotes will no longer be accepted

· **Last Lowest Quote Total** – Lowest total price for last submitted Quote

· **Send Email Notification of Outbid** – Check this box if you want to receive an email if you have been outbid. Click "Save & Continue" once you have checked this box to activate this control.

Bid ADOT10-00000216 Auction   Back to Bid

Header Information

Bid Number:	ADOT10-00000216	**Description:**	Stihl Chain Saws & Accessories	**Bid Opening Date:**	06/15/2010 09:16:00 AM
Soft Close Enabled:	Yes	**Soft Close Order Date:**	06/15/2010 09:15:00 AM	**Soft Close Quiet Period**	2 Minutes
Time Remaining On Auction:	1 hour 41 minute 50 second	**Last Lowest Quote Total**	$6,200.00		
Send Email Notification of Outbid:	☑				

Vendor Quote List

Quote #	Date Submitted	Total Cost	Status
⊞ 000000835	06/15/2010 07:34:04 AM	$6,200.00	Submitted
⊞ 000000834	06/15/2010 07:29:33 AM	$6,600.00	Submitted

Save & Exit	Save & Continue	Auction Total History	Item Auction History	Create Quote	Exit

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If other Quotes have been submitted, you can view the Quote history by clicking one of the following buttons:

Auction Total History – Displays a chart showing the history of the total cost for Quotes submitted (total cost of all items summed together)
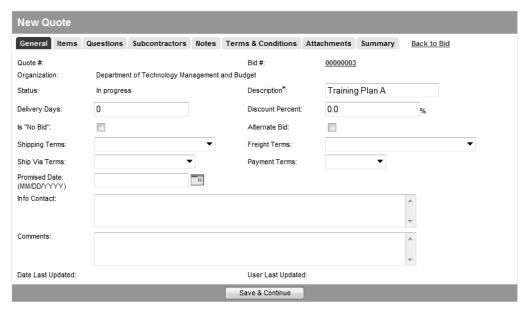
Item Auction History – Displays a chart listing the Quote history for each item on the Reverse Auction.

To create a response, click the **Create Quote** button. This will open the **Quote** screen and tabs.

The following provides a description of key fields provided on the **General** tab of the Quote. Please note that the * denotes a required field.

- **Quote Number** – Will be auto assigned upon completion of the General tab
- **Description** – Same as the bid description. This can be edited to provide a description of your response, if appropriate
- **Delivery Days** – If applicable, number of days for delivery (if response is for an ongoing, orderable set of goods or services)
- **Discount Percent** – If entered, will apply the discount to all items on Quote. If discount is item by item, please use the Items tab
- **Is "No Bid"** – Selecting no bid will notify the agency that you do not wish to submit a response
- **Alternate Bid** – If the vendor submits multiple Quotes, the vendor can flag specific response as "alternate"
- **Terms** – Defaults to terms selected during vendor registration. These can be modified by selecting the appropriate term from the drop down menu
- **Promised Date** – If applicable, promised date for delivery of the requested good or service (for one-time delivery)
- **Info Contact** – Enter Vendor primary contact information for the solicitation response
- **Comments** – Enter in any comments for the Quote. This will display to the buyer and be considered part of your response

New Quote

| General | Items | Questions | Subcontractors | Notes | Terms & Conditions | Attachments | Summary | Back to Bid |

Quote #:	Bid #: 00000003
Organization:	Department of Technology Management and Budget
Status: In progress	Description*: Training Plan A
Delivery Days: 0	Discount Percent: 0.0 %
Is "No Bid": ☐	Alternate Bid: ☐
Shipping Terms: ▼	Freight Terms: ▼
Ship Via Terms: ▼	Payment Terms: ▼
Promised Date: (MM/DD/YYYY)	
Info Contact:	
Comments:	
Date Last Updated:	User Last Updated:

Save & Continue

Once the vendor has entered in the necessary fields, click **Save and Continue**. The screen will refresh and a Quote number will be assigned.
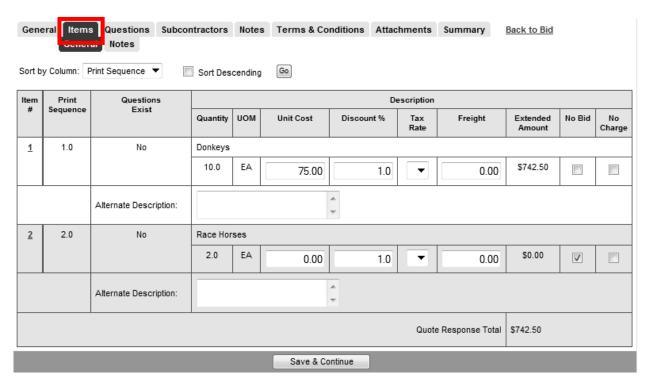
Items

The items tab is where the vendor will enter pricing information for the items requested.

The following fields allow for the vendor to enter in information:

- **Unit Cost** Enter in the unit cost per item. Buy4Michigan will automatically multiply the unit cost by the quantity.
- **Discount Percent** Enter in the discount for the specific item, if applicable. Buy4Michigan will automatically calculate the amount
- **Tax Rate** Do not enter a tax rate.
- **Freight** If applicable, enter the freight
- **No Bid** If checked, the vendor is not supplying a quote for this specific item
- **No Charge** If checked, the item is considered to be included provided the vendor is awarded the contract
- **Alternate Description**
  An alternate description can be provided, either to supplement the description provided in the State's solicitation or to replace the State's description. For example, you can use this field to indicate if you are providing a different brand, or if pricing is based on a specific unit of measure that is different than indicated in the solicitation.

Once completed, click **Save & Continue**

NOTE: It is very important that you confirm with the individual conducting the auction what will be considered a "low bid." For example, Tax Rate, Discount Percentage, etc. may be excluded from the final tally.

Subcontractor Tab

If indicated as part of a solicitation, a response may require you to indicate if you are using subcontractors. If subcontractors are used, you may be asked to provide the following information:

- o Identify the specific vendor/subcontractor(s). The vendor must be registered in Buy4Michigan. You can search for the vendor by clicking **Lookup and Add Vendor**. If the subcontractor is not registered, they must register prior to submitting your response, or you may be considered non-responsive.
- o Provide a proposed dollar amount being paid to the subcontractor if you are awarded the contract.
- o Identify whether the subcontractor is in a specified category, such as small or minority business.

Notes Tab

The Notes tab allows vendors to record internal comments. For example, if multiple vendor users are working on a response, the Notes tab can be used to track changes from one user to another. **Please note that the agency issuing the solicitation will NOT see any notes when evaluating the responses**.
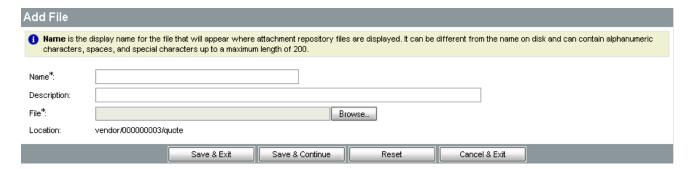
Attachments Tab

The Attachments tab allows the Vendor to add any necessary documentation for the Quote. This can include specifications, statement of work, pricing sheets and any other relevant information.

Quote 00000001 - Rao Trading and Holding

General | Items | Questions | Subcontractors | Notes | Terms & Conditions | **Attachments(1)** | Summary | Back to Bid

ⓘ Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name	Description	Confidential	Attached By	Attached Date	Delete
Bid Response		☐	S Rao	03/11/2013	☐

Save & Continue | Add Attachment

To add an attachment, click **Add Attachments**. The following screen will appear.

Use the Browse button to search for the file to upload from your computer. Please note that individual attachment documents shall not exceed 10 MB. Once chosen, the vendor can edit the name of the file as well as giving it a description. Once completed, click **Save & Exit**.

The Attachments tab will then list all attachments on the Quote. The Vendor may select an attachment and mark it Confidential. Marking a document Confidential signals your desire for the document not to be visible publicly.
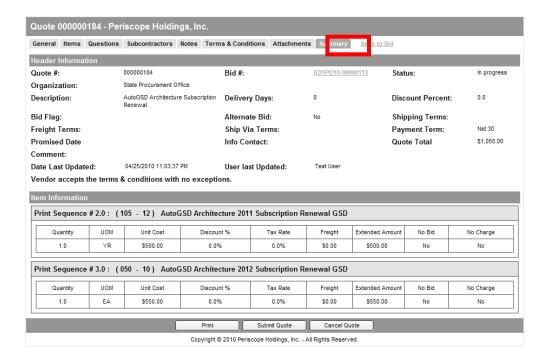
Summary Tab

The Summary Tab is the Vendor's opportunity to review all the information entered on the Quote. If any changes need to be made, select the tab to go back to that screen and edit the information.

The **Print** button allows the Vendor to print a copy for records.

The **Submit Quote** button will submit the quote into the system. No changes can be made to the Quote unless the vendor withdraws the Quote.

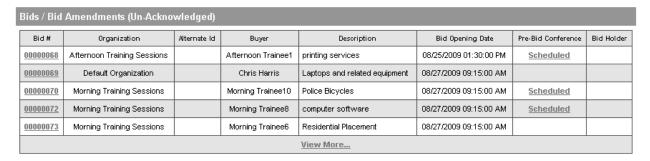The **Cancel Quote** button cancels the quote.

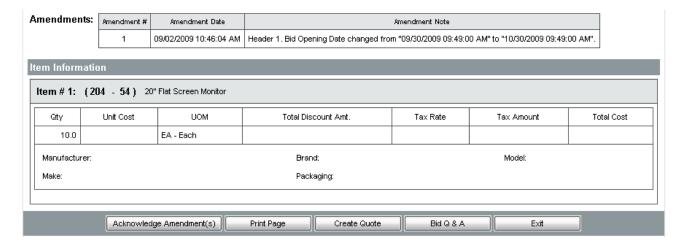## Submitting Additional Quotes if Soft Close is Enabled

If **Soft Close Enabled** is set to Yes, and a Quote is received between the **Soft Close Order Date** and the end of the **Soft Close Quiet Period**, bidders can continue to submit additional Quotes for a period equal to the **Soft Close Quiet Period** until the duration of time specified by the **Soft Close Quiet Period** has elapsed with no additional Quotes submitted, allowing participating Vendors to submit competing Quotes. This is to prevent vendors from submitting a last-minute price Quote to win award without giving others an opportunity to respond.

Amendments and Acknowledgements

If the Agency makes an amendment to the Bid, the Vendor must acknowledge the amendment. The vendor will receive an email and the amendment will be shown on the Seller homepage. On the bids tab, a new section will appear labeled as Bid Amendments Unacknowledged.

Bids / Bid Amendments (Un-Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Pre-Bid Conference	Bid Holder
00000068	Afternoon Training Sessions		Afternoon Trainee1	printing services	08/25/2009 01:30:00 PM	Scheduled	
00000069	Default Organization		Chris Harris	Laptops and related equipment	08/27/2009 09:15:00 AM		
00000070	Morning Training Sessions		Morning Trainee10	Police Bicycles	08/27/2009 09:15:00 AM	Scheduled	
00000072	Morning Training Sessions		Morning Trainee8	computer software	08/27/2009 09:15:00 AM	Scheduled	
00000073	Morning Training Sessions		Morning Trainee6	Residential Placement	08/27/2009 09:15:00 AM		
				View More...			

Clicking on the Bid # will bring the vendor to the Bid Detail view. Once the vendor has read the amendments, click the Acknowledge Amendments button. Please note that if the Amendment makes a change to the items, the Vendor may wish to withdraw any quotes in the system and make updates based on the Amendment before resubmitting the quote.

Amendments:

Amendment #	Amendment Date	Amendment Note
1	09/02/2009 10:46:04 AM	Header 1. Bid Opening Date changed from "09/30/2009 09:49:00 AM" to "10/30/2009 09:49:00 AM".

Item Information

Item # 1: (204 - 54) 20" Flat Screen Monitor

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
10.0		EA - Each				

Manufacturer: Brand: Model:
Make: Packaging:

[Acknowledge Amendment(s)] [Print Page] [Create Quote] [Bid Q & A] [Exit]